Indiana State Department of Health Volunteer Registration

Volunteer User Guide

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ISDH
Volunteer Application

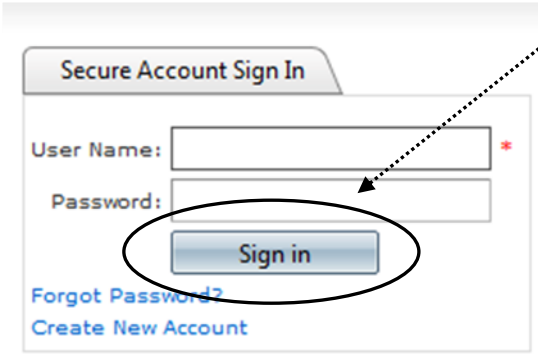
User Login

To begin using the ISDH Volunteer Application, log into the application at ISDH State Health Gateway at:

https://gateway.isdh.in.gov/gateway/signin.aspx

User must be added to the Gateway and assigned a Login by the IT Development team

Enter your username and Gateway password, click the "**Sign in**" button.

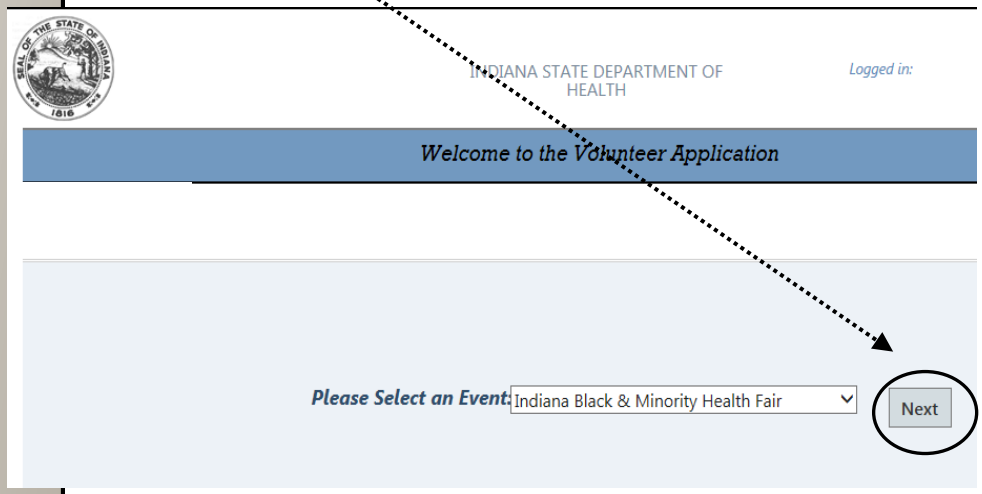


Gateway

Select **Volunteer** button at top left of Gateway screen

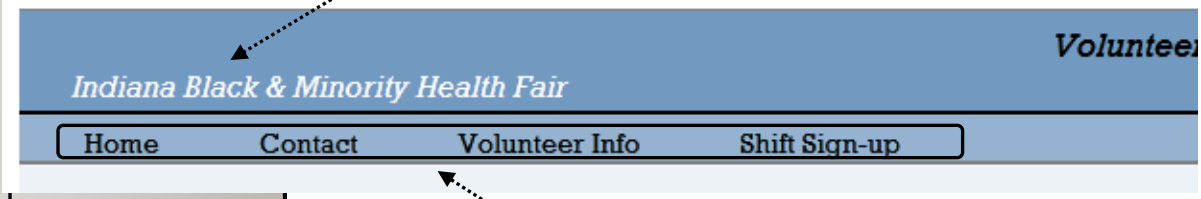
User Selects Event

When signing on to the application, the user will be directed to the "**Please Select an Event**" page. User must select the Event they are registering for from the dropdown list and click the "**Next**" button.



Main Menu

Users will be directed to the following Main Menu
(Notice the Event name will appear in the upper left corner).



Available Menu Options:

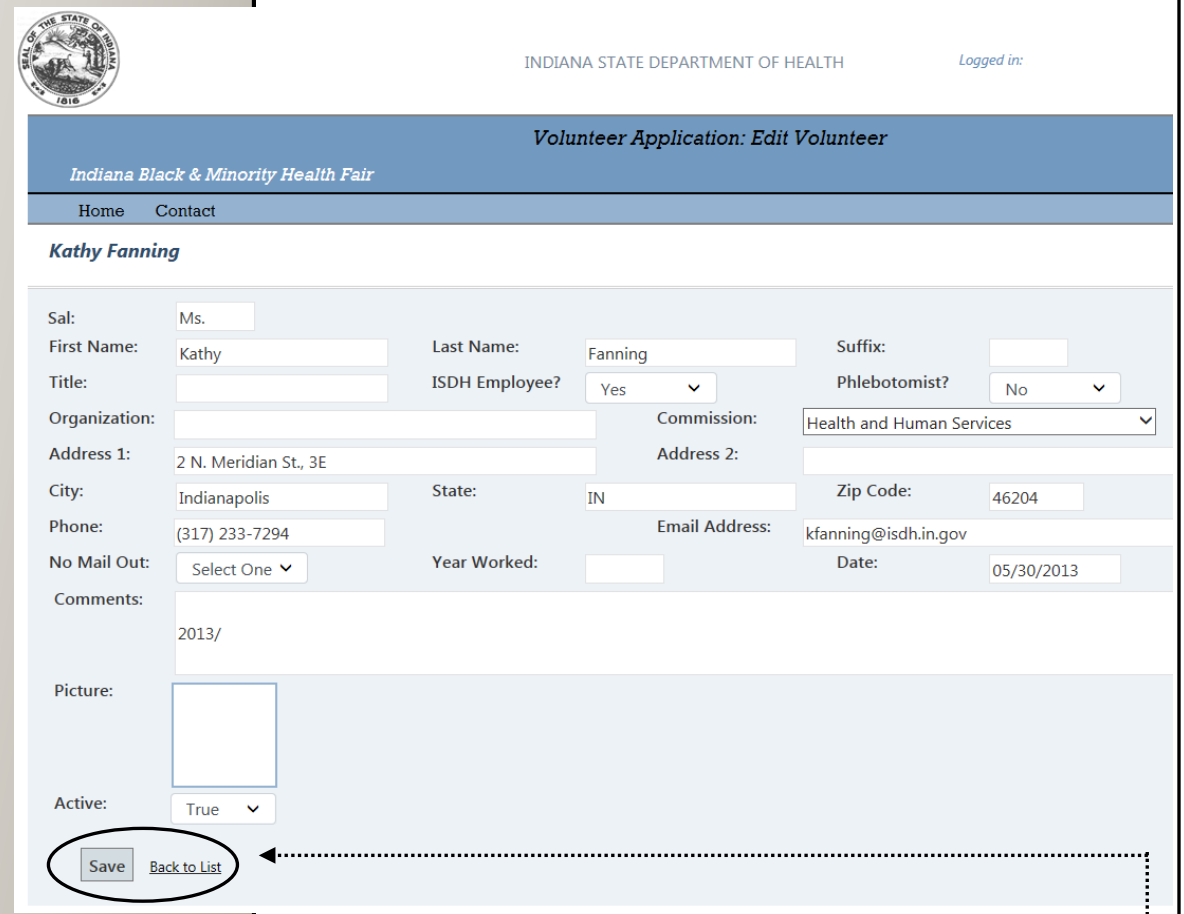
- **Home:** On this page (Main Menu) 'Home' will take you back to the 'Select Event' page. On all other pages, 'Home' will take you back to this page (Main Menu).
- **Contact**: Directs you to Contact Information for the Event (page 6).
- **Volunteer Info**: Directs you to a page that allows you to modify your user information (page 7) .
- **Shift Sign-Up**: Directs you to a page that allows you to View, Add or Delete Shift Requests. (page 8)

Contact

The Contact Page displays the Contact information for the Selected Event.

Volunteer Info

Selecting **Volunteer Info** from the Main Menu page will allow the user to update their profile.



1) Enter changes

2) Click the "**Save**" button to save your changes

Click "**Back to List**" to return to Volunteer Info Main page

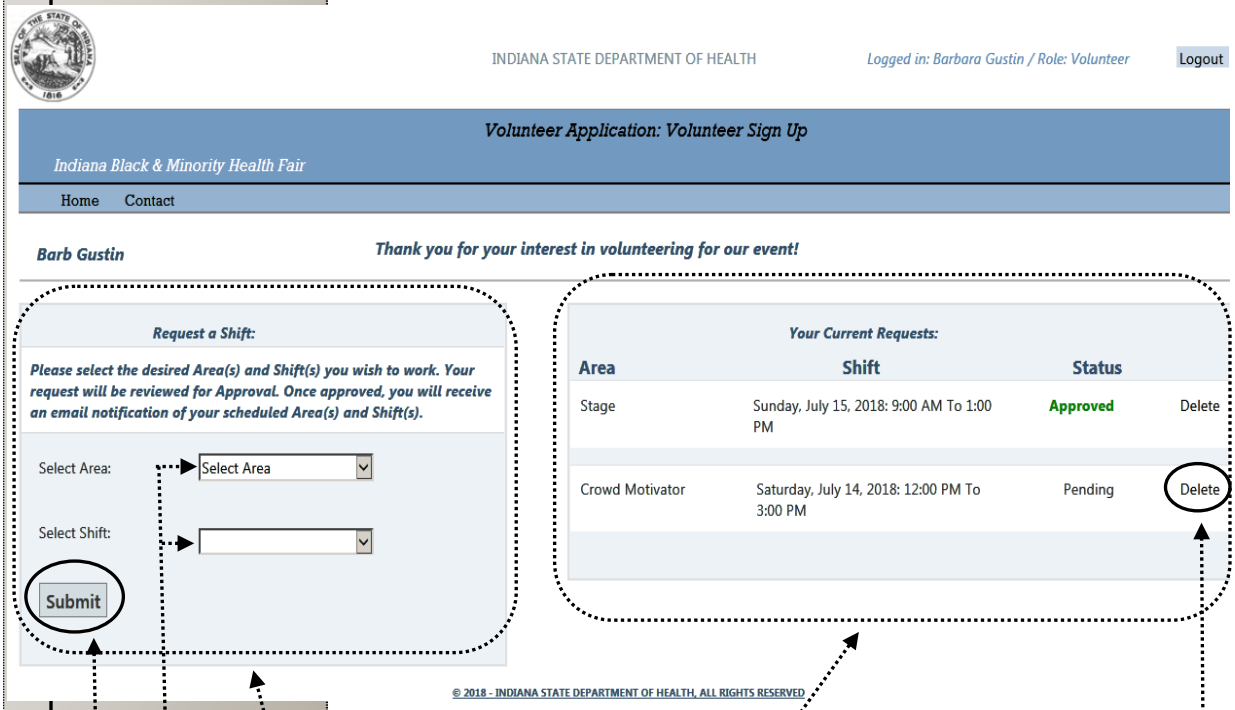
** On a successful **Save** — message will display:

Barb Gustin's profile has been Updated

ISDH
Volunteer Application

Shift Sign-Up

Selecting **Shift Sign-up** will allow the user to view, add and delete Volunteer Shift Requests



The right side of the page displays all of the user's **Current Shift Requests** and their Status and allows the user to delete a Volunteer Shift Request:

Click the "**Delete**" button beside the Shift Request you wish to delete

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The left side of the page is used to **Request a Shift :**

1) **Select Area:** Select an Area from the dropdown list
2) **Select Shift:** Select a Shift from the dropdown list
3) Click "**Submit**" to submit the Volunteer Shift Request

** On a successful **Submit** — message will display:

Request has been Submitted

** On a successful **Delete**— this message will display:

Shift Request has been Deleted